



# VOLUNTEER OPPORTUNITY

**Position Open:** Friday, December 4, 2009 until sufficient applications received.  
**Position Title:** AzMHN EXPLORATION STATION VOLUNTEER FACILITATOR  
**Department/Division:** Arts and Cultural - Arizona Museum of Natural History  
**Worksite Address:** 53 N. MacDonald  
**# Hours/Week:** Minimum 3 hours per week  
**Days of Work Week:** Tuesday through Sunday  
**Start/End Hours:** As scheduled

**Position Description:** Help facilitate the visitors' use of the interactive Exploration Station. Prepare Exploration Station to open, greet and aid visitors, assist children/caregivers in exploring the interactives. Keep supplies available and room orderly; prepare Exploration Station to close.

Volunteer orientation, customer service training, and Exploration Station training will be provided.

**Qualifications:** Enjoy working with children, be organized, learn the Exploration Station's activities, become knowledgeable about the museum, good customer service skills. Must be able to move around the room for duration of shift.

**Special Requirement:** Must be 18 years old; successful completion of a background investigation is required.

**Application and Selection Process:** Human Resources reserves the right to close this position without prior notification. Please complete the Volunteer Application available at Human Resources or from our website. Applications will be reviewed and individuals may be selected for an interview. If you are invited to a testing process and might require reasonable accommodation to participate, please advise Human Resources at the time you are contacted.

**APPLY:** CITY OF MESA HUMAN RESOURCES  
MESA CITY PLAZA  
20 E. MAIN STREET, SUITE 130  
MESA, AZ 85201

**MAIL APPLICATIONS TO:**  
CITY OF MESA HUMAN RESOURCES  
P. O. BOX 1466  
MESA, AZ 85211-1466

**Website:** [www.mesaaz.gov/jobs](http://www.mesaaz.gov/jobs)  
OFFICE (480) 644-2365

JOB HOTLINE (480) 644-2759  
OR 1-800-662-5053 Toll Free

**The City of Mesa respects, values,  
and welcomes diversity in our workforce.  
To this end, we encourage all interested people to apply.**